Quantity Purchase Agreement | Qty Purchase Agreement QPA Number | 00000000000000000000013113

Vendor STAPLES CONTRACT AND COMMERCIA STAPLES BUSINESS ADVANTAGE Remit to:

PO BOX 83689

CHICAGO IL 60696-3689

STAPLES CONTRACT AND COMMERCIA Name and

Address STAPLES ADVANTAGE of Vendor: 300 ARBOR LAKE RD COLUMBUS SC 29223

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Requisition Nbr.: Office Supplies, Ink & Toner

Effective Date: 04/01/2014 **Expiration Date:** 03/31/2016

Agency Number:

ASA-4-RFP13-90 Facility: Vendor ID: 0000237950

Vendor Telephone Nbr: Name Of Contact Pers:

Contact Email: **FAX Number:**

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number Quantity UNIT **Article and Description** Unit Price

QPA# 13113

Commodities: Office Supplies, Ink & Toner Contractor: Staples Contract & Commercial IDOA Contract Manager: Megan Lawson

Information on the web:

This is an award of a 2 year Quantity Purchase Agreement for office supplies, inkjet and toner products for All State Agencies. QPA can be mutually renewed yearly for two additional years.

All item prices include delivery, shipping, service and administrative costs required to provide delivery to all State locations. The vendor has agreed to extend the pricing terms of this contract to all local governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc.), K-12 schools and libraries through the OneIndiana Initiative.

The vendor will provide an on-line catalog through PeopleSoft known as the Punch-out site. Therefore, you must enter all purchases (regardless of dollar amount) in PeopleSoft, in the purchasing module.

The vendor shall use reasonable best efforts to provide next business day delivery for orders placed by 5:00pm local time on the previous day. Orders will be dispatched to the vendor electronically from PeopleSoft at 5:00PM local time. Please make sure your PO is in approved status with a valid budget check. You will know your order has been successfully transmitted when the status of the PO says, "Dispatched."

> The following UN/CEFACT Unit of Measure Common Codes are used in this document:

Telephone: (317) 232-3150

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204			